

# **INSTRUCTIONS FOR FOR PUBLIC BENEFIT CONVEYANCE AND PRIVATE DEVELOPMENT SUBMISSIONS**

## **NOTICE OF INTEREST FOR SCHROEDER HALL ARMY RESERVE CENTER 3800 WILLOW STREET, LONG BEACH, CA**

**DUE FRIDAY, DECEMBER 15, 2006, 3:30PM**

### **I. NOTICE OF INTEREST CONTENTS**

Entities seeking a Public Benefit Conveyance (PBC), and private developers should follow the instructions outlined in this document to submit a Notice of Interest (NOI) for the reuse of the Schroeder Hall Army Reserve Center. *(NOTE: Homeless service providers should follow the instructions prepared specific to their submission. Do not use these instructions).*

Please note that the Schroeder Hall site will not be available for transfer until approximately 2011.

NOIs shall include all of the following information (as applicable) to be considered a full and complete NOI submission.

#### **A. ORGANIZATIONAL SUMMARY (as applicable)**

1. Legal name of government entity, non-profit organization, or business entity requesting the use of buildings or property at the Schroeder Hall Army Reserve Center.
2. Organization's administrative address, phone number and fax number.
3. Contact person's name, title, and phone number
4. Name and title of person(s) authorized to complete purchase, and/or execute any lease or agreements. Attach a copy of the legal authority permitting these persons to complete such transactions.

5. For public benefit conveyance proposals, evidence of 501(c)3 non-profit status in the form of IRS letter of determination, or description of governmental entity.
6. Evidence of legal authority under which the organization is authorized to acquire and hold title to property or to lease property.
7. A description of the organization, year founded and brief history, major accomplishments and organizational goals.
8. A listing of all principals in the organization and any proposed on-site program managers who would participate in management activities of any proposed program. Provide appropriate credentials, as well as a description of previous related experience.
9. An organizational chart for the organization.
10. Guidelines of personnel procedures for recruiting, affirmative action and equal opportunity outreach, resident hiring, personnel selection, training, evaluation and discipline.
11. For public benefit conveyance proposals, provide a description of the organization's connection to the community and the community interest that will be served.
12. A copy of current constitution/charter/by-laws or Articles of Incorporation as appropriate.

**B. PROJECT PROPOSAL**  
(3 page maximum)

1. A detailed narrative description of the proposed use of the property or building.
2. For public benefit conveyance proposals, a detailed assessment of the need for the proposed project. Include an explanation of what needs within the City of Long Beach you will be fulfilling.
3. For public benefit conveyance proposals, provide the following:
  - a. The need to expand existing facilities. Documentation that the proposed project or program cannot be provided using the proposing organization's existing resources.

- b. Identify any anticipated expansion of services that may result from improvement of facilities for the proposed program, as applicable.
  - c. Identify whether the need for the proposed project is a result of the requirement to meet or comply with established state standards.
  - d. Include statement that applicant does not currently possess real estate suitable for the proposed project.
- 4. Public Benefit Conveyance proposals must provide contact information for the sponsoring federal agency that will be evaluating their proposal as applicable, or an explanation of approved status. Eligible entities are encouraged to reference the appropriate statutes pertaining to Public Benefit Conveyances in the Defense Base Closure and Realignment Act of 1990, as amended.
- 5. A detailed timeline for the proposed project or program, including funding, staffing, construction/development if applicable, and implementation. Please note that the property will not be available for transfer from the DoD until at least September 2011. As such, please discuss how your proposal will be effective at that time, and whether your proposal will be ready for implementation as soon as the transfer of property has occurred.

C. BUILDINGS OR PROPERTY NECESSARY TO CARRY OUT PROGRAM  
(3 page maximum, not including maps)

- 1. A narrative description of requested facilities, land, buildings, improvements, easements and related equipment. Describe the suitability of the buildings and property for the proposed project.
- 2. Is the applicant requesting a deed transfer? Would the applicant agree to the City of Long Beach owning the property and building and leasing such properties to the applicant at no cost? (only applicable to qualified PBCs).
- 3. Indicate what land use and zoning requirements or entitlements are necessary for the applicant to implement its proposed project in and around the buildings and property requested.
- 4. Indicate whether existing buildings will be used and describe any new construction or rehabilitation that is anticipated on the requested property necessary for program implementation.

D. ORGANIZATIONAL CAPACITY (as applicable)  
(3 page maximum)

Evidence that the development/management team is capable of successfully implementing and/or operating the proposed project, program or development will be examined. The applicant must demonstrate a record of past performance and experience with similar programs, viability, and financial and administrative solvency and stability based on the following:

1. A general description of past performance and experience operating and/or implementing similar projects or programs to those proposed.
2. A list of all projects/properties owned or managed (as applicable to the request) including:
  - Development name, address, and telephone number and name of on-site manager.
  - Number and type of units (workforce housing, efficiency style housing, market rate, etc. and the type of assistance if any).
  - Photos demonstrating exterior and interior physical condition of buildings.
  - Years managed/owned.
  - Audited financial statements for the last two years on each site, or two years of monthly financials.
3. For PBC proposals, plans for the expansion of the organization to meet an increased demand for services from the proposed programs. Identify any organizational adjustments needed for proposed programs including number of employees needed and job descriptions.
5. A full detailed and audited financial statement for the last two years (including, copies of tax returns for the last two fiscal years) of the organization's assets/reserves, liability, balances, make-up of current assets accounts receivable, balance of revenues and expenses and net worth. This report must include a balance sheet and income statement. If the applicant is a partnership or joint venture, individual financial statements must be submitted for each general partner or joint venturer thereof. A full disclosure of whether any of the organization's officers, principals or partners have declared bankruptcy in the last five (5) years.
6. A disclosure as to whether any of the organization's officers, principals or partners have been convicted of a felony in the last five (5) years and the nature of the conviction.
7. A minimum of five (5) business references including names, addresses, telephone numbers and the nature and magnitude of the business

association in each instance. These references must be persons or firms with whom you have transacted business during the past five (5) years.

8. A minimum of five (5) financial references including names, addresses and telephone numbers in each instance. It is required that two (2) of the five (5) references be banks or savings and loan institutions; also indicate the type of relationship.

#### E. FINANCIAL PLAN (3 pages maximum)

Information in this section will not be released to the public without the written consent of the applicant.

Prepare a financial plan for the specific building, property and/or program requested which shall include:

1. A development pro forma that identifies estimated costs associated with ensuring that identified buildings and property can be used for the proposed project. These costs shall include the cost of any needed construction to comply with local building codes, ADA requirements and to bring properties into conformance with design standards envisioned in the Reuse Plan. The costs of any proposed improvement, and costs associated with securing needed utility services. Soft costs such as architectural/engineering services, survey work, title services, legal services and government permit fees shall also be identified. In addition, any financing costs for said improvements shall be identified. A schedule for completion and financing of all improvements shall be provided.
2. A five (5) year projected operating cash-flow analysis for the project which shall include: annual gross income (with sources of all income and revenue producing operations for the project identified), a complete breakdown of expenses (including, as applicable, vacancy costs, utility costs, maintenance costs, management fees, security costs, capital and operating reserves, salaries and benefits, insurance, real estate taxes, other expenses such as postage, collections, training, supplies, etc.), net operating income before debt service and depreciation, debt service, net operating income after debt service and depreciation.
3. Provide a detailed statement of the source of anticipated funding to establish project/program operations, including a statement that funds are currently available for expenditure to carry out the proposed project/program. If the proposed project/program contemplates major development costs and funds are not currently available, identify plans and sources of funds to carry out the proposed program and development.

4. Indicate whether the applicant is receiving federal, state or local grants or subsidies. If so, what percentage of total organization revenues relies on these grants?
5. Reference the requirement for private entities or those not qualified for a no-cost transfer, to pay fair market value at the time of transfer, which is anticipated to be September 2011. The private developers need to make a statement that they will be prepared to do so at that time.

## **II. PREPARATION OF NOTICES OF INTEREST**

- A. The Notice of Interest must be single-spaced, use 12-point font, have 1" margins, and be printed on white paper.
- B. If the applicant wishes to submit material and data that is not specifically requested, do not include the information with the Notice of Interest. This material must be included in an "Additional Data" section only. The following are examples of Additional Data:
  - Standard brochures and pictures/photographs
  - Promotional material with minimal technical content;
  - Generalized narrative of supplementary information;
  - Supplementary graphic materials;
- C. If the Notice of Interest is submitted by an individual, it shall be signed with the full name of the applicant, and his or her address shall be given. If it is submitted by a partnership, it shall be signed with the partnership name and by an authorized general partner and the full name and address of each general partner shall be given. If it is made by a joint venture, it shall be signed with the full name and address of each partner thereof. If it is submitted by a corporation, it shall be signed by the president and secretary in the corporate name.

## **III. SUBMITTAL OF NOTICE OF INTEREST**

- A. One original unbound Notice of Interest and nine (9) additional bound or stapled copies must be submitted. You are responsible for copies of any additional data.
- B. Deadline for Submission of Notices of Interest:

**Friday, December 15, 2006, 3:30 p.m. Pacific Standard Time.**
- C. No date stamps allowed. Submissions must be received at the address below prior to the deadline.
- D. No late submissions will be accepted. It is the sole responsibility of the applicant to see that the Notice of Interest is received before the submission deadline. An

applicant shall bear all risks associated with delays in the United States Mail or delivery service. Hand delivery is recommended.

- E. No telegraphic, telephonic, emailed or faxed responses may be submitted. Modifications to a proposal will not be accepted.
- F. Incomplete or partial submissions will not be accepted. Modifications to a proposal will also not be accepted.
- G. Notices of Interest shall be received at the following location only:

**City of Long Beach  
Department of Community Development  
Project Development Bureau  
333 W. Ocean Boulevard, 3<sup>rd</sup> Floor  
Long Beach, CA 90802  
(562) 570-6480**

Questions about the NOI instructions should be submitted *in writing* prior to the submission deadline to the above address. Answers, as appropriate, will be posted on the website.

All submissions will become public information once they are submitted, and information may be released publicly. If anything is to remain confidential (and this only pertains to financial information) you must submit it in a separate envelope, clearly labeled "confidential".